Syllabus---Read and save this paper

0220 ESL Beginning Writing Spring 2011 (1/10-4/29)

10:05 am - 10:55 am M-F Building 20, Room 405

Instructor: Bo Qu  E-mail: bqu@mtu.edu  Phone: (906) 487-3275
Office: 146 Walker Arts & Humanities (Bldg #11)
Office Hours: MWF 3:00-5:00 & by appointment

Textbooks/Materials:
· Folse, Solomon, and Muchmore-Vokeun. Great Sentences for Great Paragraphs (Third Edition)
· Cambridge Dictionary of American English
· A wirebound notebook for taking notes and assignments

Course Description
This is an beginning course designed to give students ample practice in writing sentences and paragraphs. By encouraging students in various activities, they will be able to have certain abilities to categorize, organize, and logically sequence ideas into paragraphs. Students' grade in this class will be depended on writing tasks (reading journals, sentences, paragraphs, and in-class writings), participation (including homework, attendance, and being on-task), the midterm exam and the final exams. The breakdown is as follows:

Attendance (10%): Being in class is very important. Part of each student's grade will be relied on attendance and classroom participation. Students should attend class regularly, ask and answer questions, work cooperatively in groups, and come prepared to each class.

Journals (40%): Students will be expected to complete 20 journal entries. Ten journal entries will be collected by the mid-term and the last ten at the end of the term. Journals can be based on your daily life or readings which can be story books, newspapers, and magazines. Journals are worth 2 points each.

Sentences and Paragraphs (25%): Students will be required to write and turn in different types of sentences and five paragraphs during this term. The sentences are worth 5 points, and each paragraph is worth 4 points.

Other assignment (15%): Students will be assigned some homework accordingly.

Midterm and final exams (10%): There are no make-up exams! Exams will cover what has been learned in this term. Each one is 5 points.

NOTE: I do not allow make-up quizzes or extensions to assignments. I DO, however, give students a possibility of raising their scores by offering an extra quiz and an extra writing assignment at the end of the semester. These grades can be used to replace a low score or a score of zero because of an absence.

Grading Scale
90 – 100  A
80 – 89    B
72 – 79    C
71 and below  D

This course is for credit with Pass/Fail grade. Pass = 72 or above. Fail = 71 or above.

Classroom Behavior

In this class, the instructor and students work together. You are expected to participate in class and to respect others; this includes not disrupting others by using cell phones, eating, or drinking.
Everyone in the class is allowed to voice his or her opinion. If you do not agree with something, it is your right to RESPECTFULLY bring that to the attention of the class in a polite manner. Suggestions for improvement are welcomed. In return, you should expect that the instructor come to class prepared and ready to teach.

Web Links:
- http://esl.college.hmco.com/students
- http://www.eslpod.com/eslpod_blog/
- http://owl.english.purdue.edu/owl/
- http://www.youtube.com/user/JenniferESL
- http://www.magickeys.com/books/
- http://www.readprint.com/
- http://www.nbc.com
- http://www.minneapolisgazette.com/
- http://grammar.ccc.commnet.edu/grammar/marks/marks.htm

Week 1
- Introduction to the Course: syllabus; walk-through of textbook (including Appendices)
- Diagnostic Writing Sample
- Unit 1: Understanding Sentence Basics
  - Web: student activities
  - Journals

Week 2
- Unit 1 (continued)
  - Web: student activities
  - Journals

Week 3
- Unit 2: Connecting Sentences and Paragraphs
  - Web: student activities
  - Journals

Week 4
- Unit 2 (continued)
  - Web: student activities
    - Paragraph 1 draft
  - Journals

Week 5
- Unit 3: Writing About the Present
  - Web: student activities
    - Paragraph 1 due
  - Journals

Week 6
- Unit 4: Writing About the Past
Week 7

Unit 4 (continued)
Web: student activities
**Paragraph 2 draft**
Journals

Mid-term exam

Week 8

Unit 5: Describing Actions
Web: student activities
**Paragraph 3 draft**
Journals

Week 9

Unit 5 (continued)
Web: student activities
**Paragraph 3 due**
Journals

Week 10

Unit 6: Writing About the Future
Web: student activities
**Extra writing assignment (in-class)**
Journals

Week 11

Unit 6 (continued)
Web: student activities
**Paragraph 4 draft**
Journals

Week 12

Unit 7: Writing Sentences with Adjective Clauses and Place Phrases
Web: student activities
**Paragraph 4 due**
Editing
Journals

Week 13

Unit 8: Review
Web: student activities
Editing
**Paragraph 5 draft**
Journals

Week 14

**Paragraph 5 due**
Extra writing assignment (in-class)
Review for Final Exam
Journals

Week 15

Finals week: **Final exam**
Post test (English Language Proficiency Test)

Please note that this syllabus is designed to be flexible. We may make changes along the way, depending on your interests and the needs of the class.
University Policies

Academic regulations and procedures are governed by University policy. Academic dishonesty cases will be handled in accordance with the University's policies.

If you have a disability that could affect your performance in this class or that requires an accommodation under the Americans with Disabilities Act, please see me as soon as possible so that we can make appropriate arrangements. The Affirmative Action Office has asked that you be made aware of the following:

Michigan Tech complies with all federal and state laws and regulations regarding discrimination, including the Americans with Disabilities Act of 1990. If you have a disability and need a reasonable accommodation for equal access to education or services at Michigan Tech, please call the Dean of Students Office, at 487-2212. For other concerns about discrimination, you may contact your advisor, department head or the Affirmative Action Office, at 487-3310.

Academic Integrity:
http://www.studentaffairs.mtu.edu/dean/judicial/policies/academic_integrity.html

Affirmative Action:
http://www.admin.mtu.edu/aae/

Disability Services:
http://www.admin.mtu.edu/urel/studenthandbook/student_services.html#disability

Equal Opportunity Statement: